

The following policy standards have been established for use with the Civil Service Rule 5.3 Appeal to the Director of Civil Service. The intent of this rule was for (a) the Director of State Civil Service to provide for a systematic review of the classification of each position in the classified service, as well as (b) to provide a due process when an employee disagrees with an allocation decision made by the delegated agency or State Civil Service.

Agency's Role in the 5.3 Appeals Process: Systematic Review—Rule 5.3(a)

Agency With Delegated Authority

- Step 1: Reviews SF-3 and determines allocation. When an employee disagrees with the allocation decision made, the employee may request an Employee Appeal.
- Step 2: The delegated agency forwards Employee Appeal to State Civil Service for allocation. If State Civil Service affirms the allocation, the employee may request a 5.3 Appeal to the Director of State Civil Service.

Agency Without Delegated Authority

- Step 1: Agency forwards Employee Appeal to State Civil Service for allocation. If State Civil Service affirms the allocation, the employee may request a 5.3 Appeal to the Director of State Civil Service.

State Civil Services' Role in the 5.3 Appeals Process: Due Process—Director's Review—Rule 5.3(b)

- Step 1: 5.3 Appeal is received in the Compensation Division and assigned to a consultant other than the consultant who originally reviewed and affirmed the position.
- Step 2: An on onsite desk audit is conducted. If travel is prohibited, audit is conducted via telephone or cam.)
- Step 3: Consultant thoroughly examines the position description (SF-3), relevant job specification, State Civil Service allocation criteria and comparable positions. Based on a number of factors including job task, complexity, variety, independent judgment and scope, the consultant drafts a report and makes a recommendation.
- Step 4: Consultant's recommendation is reviewed by the consultant's supervisor, the Assistant Administrator of Compensation, the Administrator of Compensation, and the Director of State Civil Service.
- Step 5: The Director of State Civil Service makes a decision on the allocation of the position. The decision of the Director shall be final for a period of one year.
- Step 6: The employee receives a letter from the Director notifying them of the decision.

Further information regarding this policy standard or process should be directed to the SCS Compensation Division.